HR/PAYROLL AST LEADS MEETING
Wednesday, April 22, 2009

Agenda

- **Employee Self-Service/Manager Self-Service**

  - System overview

  - Change impacts

- **Time Management**

  - System overview

  - Change impacts

HR/Payroll AST Leads Meeting

EMPLOYEE SELF-SERVICE / MANAGER SELF-SERVICE (ESS/MSS)

Chris Poore, ESS/MSS Lead

Overview of Self-Service Functions

Self-Service Applications

– Employee Self-Service (ESS)

- Includes a number of easy-to-use web applications with which employees can create, display and maintain master data in the SAP system using a browser (authorizations apply)

– Manager Self-Service(MSS)

- Is an easy-to-use web application which gives a one-stop access for managers to all necessary information where they can perform designated HR related activities

SAP Delivered - ESS Services

In Scope and Recommended Services

Functionality Overview

ESS Demo

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

File   Edit   View   Favorites   Tools   Help

Working Time - SAP NetWeaver Portal

Welcome Christopher Poore

Help | Log Off | SCEIS

Search   Advanced Search

Overview | **Employee Self-Service** | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home

Overview | Employee Search | **Working Time** | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information

Working Time

Working Time
Record Working Time
You can record your working time here.
You have recorded adequate working times for all workdays up to 01/03/2009.
Your recorded times have been approved up to 01/03/2009.

Leave Request
Leave Request
Submit Leave
Quota Overview
Request leave and other types of absences.

Time Statement
Time Statement
Display your working times, absence times, bonuses, and time accounts.

Time Statement for a Chosen Period
Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Note: It is recommended that you enter working hours on a daily basis.
Note: When submitting a leave request, the approval will be routed to your supervisor for approval.

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Done   Unknown Zone (Mixed)   100%

start   2 Microsoft Offic...   HR_Payroll_AST_Ki...   AST Presentation [...   FS_ADS_DESCRIP...   4 SAP Logon for ...   Unicenter Service ...   Working Time - SA...   2:17 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

File   Edit   View   Favorites   Tools   Help

Leave Request - SAP NetWeaver Portal

Welcome Christopher Poore   Help | Log Off   SCEIS

Search   Advanced Search

| Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home |

Overview | Employee Search | **Working Time** | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information

Leave Request

```
   1              2              3
Display and    Review and    Completed
   Edit           Send
```

You want to request the following leave:

Type of Leave: Annual Leave
Date: on Tuesday, February 3, 2009
Time: from 8:00 AM to 10:00 AM
Duration: 2 Hours

Approver: POORE2, TEST

To send the leave request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.

◀ Previous Step   Send   Cancel

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Done   Unknown Zone (Mixed)   100%

start | 2 Microsoft Offic... | HR_Payroll_AST_Ki... | AST Presentation [... | FS_ADS_DESCRIP... | 4 SAP Logon for ... | Unicenter Service ... | Leave Request - S...   2:19 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

File   Edit   View   Favorites   Tools   Help

Leave Request - SAP NetWeaver Portal

Welcome Christopher Poore   Help | Log Off   SCEIS

Search   Advanced Search

| Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home |

| Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information |

Leave Request

```
[1]                [2]              [3]
Display and Edit   Review and Send  Completed
```

ℹ The leave request has been sent.

What do you want to do next?
Request Another Absence
Go to Working Time homepage
Go to Employee Self-Services homepage

You have requested the following leave:

Type of Leave: Annual Leave
Date: on Monday, February 2, 2009
Time: from 8:00 AM to 10:00 AM
Duration: 2 Hours

Approver: POORE2, TEST

13

Done   Unknown Zone (Mixed)   100%

start   2 Microsoft Offic...   HR_Payroll_AST_Ki...   AST Presentation [...   FS_ADS_DESCRIP...   4 SAP Logon for ...   Unicenter Service ...   Leave Request - S...   2:21 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

Live Search

File   Edit   View   Favorites   Tools   Help

Overview - SAP NetWeaver Portal

Page   Tools

Welcome Christopher Poore   Help | Log Off   SCEIS

Search   Advanced Search

| Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home |

Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information

Overview

Welcome to South Carolina Employee Self Service Portal

Personal Information
Manage your addresses, emergency contacts, and bank information for direct deposits. In addition, you may view your personal data such as name, date of birth, social security number, and marital status.
Quick Links
Addresses
Bank Information

Benefits and Payment
Display your pay statement, update your W-4 federal and state withholdings, and request an employment and salary verification.
Quick Links
Pay Stub
W-4 Tax Withholding

Working Time
Record your working hours, submit leave for your supervisor's approval, and display your leave balances.
Quick Links
Record Working Time
Leave Request

Career & Job
Allows you to access the State jobs page which has current job openings for which you may apply. In addition, you may access a link to training opportunities offered through the Budget and Control Board's Office of Human Resources.

Purchasing
Create a shopping cart with the goods and services you need. Check the status of your order, and confirm once completed.

Travel and Expenses
Create your travel request and plan travel services for your business trip including booking flights, hotels, car rentals, and train tickets. Record your travel expenses.
Quick Links
My Trips and Expenses

Employee Search
Search for State employees by name and find basic contact information such as name, agency, phone number, and e-mail address.
Quick Links
Who's Who

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Done   Unknown Zone (Mixed)   100%

start   2 Microsoft Offic...   HR_Payroll_AST_Ki...   AST Presentation [...   FS_ADS_DESCRIP...   4 SAP Logon for ...   Unicenter Service ...   Overview - SAP Ne...   2:16 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

Live Search

File   Edit   View   Favorites   Tools   Help

Personal Information - SAP NetWeaver Portal

Page   Tools

Welcome Christopher Poore

Help | Log Off   SCEIS

Search   Advanced Search

Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home

Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information

Personal Information

Personal Information

Bank Information

Addresses
Enter, change, or delete your addresses.

Bank Information
Enter, change, or delete your bank information.

Personal Data
Enter to delete or change your personal information.

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Done

Unknown Zone (Mixed)   100%

start   2 Microsoft Offic...   HR_Payroll_AST_Ki...   AST Presentation [...   FS_ADS_DESCRIP...   4 SAP Logon for ...   Unicenter Service ...   Personal Informati...   2:22 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

Live Search

File   Edit   View   Favorites   Tools   Help

Bank Information - SAP NetWeaver Portal

Page ▾   Tools ▾

Welcome Christopher Poore

Help | Log Off

Search   Advanced Search

| Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home |

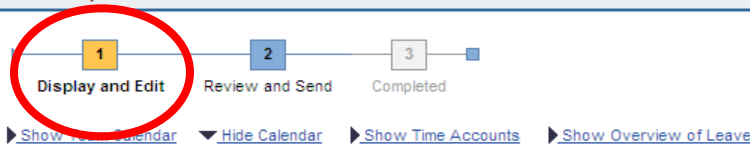| Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information |

Bank Information

1 Overview   2 Edit   **3** Review and Save   **4** Confirmation

Main bank

Payee: CHRISTOPHER POORE
Bank Name: Default Bank
Account Number: 123

[Edit]

Other bank

Payee: CHRISTOPHER C. POORE
Bank Name: Default Bank
Account Number: 1234

[Edit]   [Delete]

[New Other bank]

◄ Previous Step   New Other bank ►   [Exit]

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| History Back Forward

Done   Internet   100%

start   2 Microsoft O...   HR_Payroll_AS...   AST Presentati...   FS_ADS_DESC...   4 SAP Logon ...   Bank Informati...   Service Map - ...   General Inform...   2:42 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

Bank Information - SAP NetWeaver Portal

Welcome Christopher Poore

Help | Log Off

Search   Advanced Search

| Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home |

| Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information |

Bank Information

```
  1          2          3          4
Overview   Edit   Review and Save   Confirmation
```

Other bank

Country: USA

Payee: CHRISTOPHER C. POORE

City: COLUMBIA

ZIP Code: 29201

Bank Number: 123456780

Account Number: 1234   ○ Checking   ● Savings   ○ None

Payment Method: Bank transfer (A...

Purpose:

Currency: USD

Standard Percentage: 0

  Or

Default Value: 50.00

◀ Previous Step   Review ▶   Exit

17

Done

start | 2 Microsoft O... | HR_Payroll_AS... | AST Presentati... | FS_ADS_DESC... | 4 SAP Logon ... | Bank Informati... | Service Map - ... | General Inform... | 2:43 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal

Live Search

File   Edit   View   Favorites   Tools   Help

Bank Information - SAP NetWeaver Portal

Page   Tools

Welcome Christopher Poore

Help | Log Off

Search   Advanced Search

| Overview | Employee Self-Service | Manager Self-Service | Self-Service Administrator | Content Administration | User Administration | HR Administrator | Home |

| Overview | Employee Search | Working Time | Benefits and Payment | Personal Information | Career and Job | Purchasing | Work Environment | Travel and Expenses | Life and Work Events | Corporate Information |

Bank Information

1 Overview   2 Edit   **3 Review and Save**   4 Confirmation

Verify the Bank data below

Other bank

Country:	USA
Payee:	CHRISTOPHER C. POORE
City:	COLUMBIA
ZIP Code:	29201
Bank's American Bankers' Association Number:	123456780
Bank Account Number:	1234
Account Type:	Savings Account
Payment Method:	Bank transfer (ACH PPD)
Purpose:	
Currency:	USD
Standard Percentage:	0
Default Value:	50.00

◀ Previous Step   Save   Exit

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| History | Back | Forward

Done   Internet   100%

start   2 Microsoft O...   HR_Payroll_AS...   AST Presentati...   FS_ADS_DESC...   4 SAP Logon ...   Bank Informati...   Service Map - ...   Approve Time ...   2:46 PM

Manager Self-Service (MSS)

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal?NavigationTarget=navurl%3A%2F%2F640416581d0a49ee23e33658cfffa75f&CurrentWindowId=WID1233603527083&NavMode=3

Approve Time Sheet Data | History Back Forward

Approve Time by Manager


```
[1] Collective Approval    [2] Review and Save    [3] Completed
```

View: [SAP Approval by Line Manager ▼]

Collective Approval

Employee	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
26	CHRISTOPHER C. POORE	2009/02/02	2009/02/02		8 H	8 H	Approve All ▼	▼

◄ Previous Step   Review ►

21

Done   Internet   100%

start | 2 Microsoft O... | HR_Payroll_AS... | AST Presentati... | FS_ADS_DESC... | 4 SAP Logon ... | Bank Informati... | Service Map - ... | Approve Time ...   2:44 PM

http://sceissbx3.bcbad.state.sc.us:50000/irj/portal?NavigationTarget=navurl%3A%2F%2F640416581d0a49ee23e33658cfffa75f&CurrentWindowId=WID1233603527083&NavMode=3

Approve Time Sheet Data | History Back Forward

Approve Time by Manager

1 Collective Approval
2 Review and Save
3 Completed
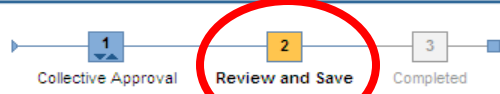
View: SAP Approval by Line Manager

Approved Working Times

Personnel Number	Date	Number
26	2009/02/02	8 H
	Total	8 H

◀ Previous Step   Save

Done | Internet | 100%

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start | 2 Microsoft O... | HR_Payroll_AS... | AST Presentati... | FS_ADS_DESC... | 4 SAP Logon ... | Bank Informati... | Service Map - ... | Approve Time ... | 2:45 PM

ESS/MSS: Employee Access to Computers

- Not all employees in state government have regular computer access or e-mail accounts

- In order for an employee to access and maintain his information in ESS, he will need to have access to a computer with an internet connection as well as a valid e-mail address

- Agencies should consider how they wish to accommodate this need prior to go-live
  - Kiosks
  - Computer rooms
  - Administrators to make changes for employees without access

ESS/MSS: Acceptance of Electronic Signatures

- When employees log into ESS, they will use a unique user ID and password

- The state will accept the use of this user ID and password as an electronic signature

- The employee's physical signature on paper will not be required to make any of the changes to his or her data that are updated in ESS

HR/Payroll AST Leads Meeting
TIME MANAGEMENT
Sammie Chumley, Time Lead

Time Management

Time Management provides the means to plan, record, and evaluate employees' attendance and absence times.

- Captures and edits employee time entries
- Documents leaves of absence
- Prepares entries for the state's payroll and retirement systems based on:
  - Employees' work schedules and time worked
  - Time off
  - Supporting collections
  - Approvals
  - Distributions of time data

Time Management

- Time Management processes will be closely integrated with Payroll
  - Includes automated management of overtime, which will be calculated according to the Federal Fair Labor Standards Act (FLSA) and the State of South Carolina overtime policies

Time Management, continued

The system will support the application of numerous business rules associated with the details of time-data processing, including:

- Advance leave
- Adverse weather
- Shift differentials
- Holiday pay
- Overtime definition
- Overtime payouts

Leave Management

- Leave Management includes the leave request process and the management of leave balances.
  - Supervisors and managers will have real-time access to their subordinates' time and leave records.
  - Leave Management will automate the accrual of annual leave and sick leave quotas based on state-regulated accrual rules.

Time Management:
Recording Time and Leave

- Hard copy timesheets will be replaced by electronic time recording in Employee Self-Service (ESS)

- Leave will also be requested and approved electronically in ESS/MSS

- For employees who are unable to log into ESS to enter working hours or leave, a Time Administrator role has been established to enter those hours for the employee

  – The project team will work with your agency during role mapping to determine your agency's needs related to this role

Changes in Time and Leave Management Processes

- Standardized determination of eligibility for and tracking of an absence related to the Family Medical Leave Act (FMLA)
  - All agencies will use the FMLA Workbench, which is a standard function in the system that assigns eligibility for FMLA based on the state's criteria and tracks FMLA leave on a continuous and intermittent basis
  - If an employee transfers to a different agency during a period of approved FMLA leave, the system will continue to track that leave entitlement at new agency
  - Each agency will need to provide FMLA information regarding usage and entitlement for each employee for the calendar year in which your agency goes live

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Changes in Time and Leave Management Processes

- **Streamlined leave balance transfer process for employees transferring from one FTE position to another in a different agency**
  - Currently, the transfer of an employee's accrued leave is handled manually through the cooperation and communication of human resources personnel in each agency
  - In SCEIS, leave transfer will be handled electronically. Leave usage and balances for annual leave, sick leave, holiday comp time and FMLA will follow the employee to the new agency with no intervention as a part of the transfer procedure

Time Management: Planned Working Times

- All employees in every agency must be assigned a set planned working time in the system
  - This information will be used in the system to determine an employee's leave accrual thresholds, as well as eligibility for FMLA, overtime, and compensatory time

- Agencies will be able to access a pre-established dropdown menu of work schedules in the system
  - This information will be generated from the work schedules you provide to the SCEIS team for your employees

HR/Payroll AST Leads Meeting
UPCOMING ACTIVITIES
Tammy Mainwaring, EC&C Lead

Agency Readiness Report process

- Agency Readiness Reports will be sent to AST Leads by their Agency Advocates on the Tuesday of the last business week of the month, showing progress on activities that month. A reminder will be attached for any activities that are due by the end of that month.

- AST Leads will have until the last business Friday of each month to raise questions and provide updates for the report.

- Agency Readiness Report will be sent from Enterprise Change and Communications to AST Sponsors on the 3rd business day of the following month. The AST Lead will be copied.

- AST Sponsors can send questions and comments to the AST mailbox: sceis-ast@sceis.sc.gov.

Upcoming activities

- **Breakout meetings with Agency Advocates (Wave 1 agencies)**

  Today, 11:00 a.m.-11:30 a.m., immediately after general HR/PY leads meeting

- **Time Management Conversion data requests**

  Due April 30 (Wave 1 agencies)

  Due May 29 (Wave 2/3 & Wave 4 agencies)

Upcoming activities

- ## HR/Payroll AST Leads *(all agencies)*

  Wednesday, May 27, 9-10:30 a.m.
  Location TBA – Changing from Midlands Tech Airport Campus

- ## Breakout meetings with Agency Advocates *(Wave 1 agencies)*

  Wednesday, May 27; 10:30 a.m.-11:00 a.m., immediately after general HR/PY Leads meeting

HR/Payroll AST Leads Meeting
BREAKOUT SESSIONS
Agency Advocates